

CONFIDENTIAL
Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140141-6
REPORTS INVENTORY

PREPARE IN DUPLICATE

DDS/OTR/ 26 25X1

1. TITLE OF REPORT (If a fill-in report include Form No.)

Accident Investigation Report-2652 a (Fire)

2. TYPE OF REPORT
☒ STATISTICAL
☒ NARRATIVE
☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

LOGISTICS

SECURITY

MEDICAL

FINANCE

ADMIN. GENERAL

OTHER (specify)

Fire Investigation

4. NO. OF COPIES PREPARED

Original & 1

5. FREQUENCY (weekly, monthly, quarterly, etc.)

As they occur

6. DISTRIBUTION (No. of components not number of copies)

One

7. FORMAT (memorandum, form computer print-out, etc)

Form

8. ADP PROCESSING

YES

IF YES GIVE ADP PROCESSING NO.

NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Safety Office/Headquarters

10. PREPARING COMPONENT (include lowest level contributing information to report)

Security Branch

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

None

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-09	4.75		1		4.75		16		76.00
GS-05	3.15		$\frac{1}{4}$.78		16		12.48
GS-11	5.72		$\frac{1}{4}$		1.43		16		22.88
GS-13	8.06		$\frac{1}{4}$		2.01		16		32.16

The above figures are averages arrived at over a period of two years.

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

\$143.52

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☐ RETAIN AS IS

☐ OTHER (explain)

☐ CHANGE

☐ DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS

0

DOLLARS

0

STAT

16. DATE OF INVENTORY

5 Oct 1970

FURNISHING INFORMATION

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18. EXTENSION

25X1